

CM /ECF

ELECTRONIC CASE FILES



VOLUME ONE, NUMBER FIVE

SEPTEMBER / OCTOBER 2005

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The CM-ECF Support Team provides a help line to assist electronic filers in the Western District of Washington. This service is available Monday through Friday from 8 AM to 5 PM. We can help filers with online "events" and answer questions regarding formatting documents, training, etc. To contact us, call:

ECF Helpdesk**1-866-323-9293****Training Classes****In the Seattle courthouse:**

700 Stewart Street, Seattle

October 4th, 10 - 12 pmOctober 27th, 1 - 3 pm**In the Tacoma courthouse:**

1717 Pacific Avenue, Tacoma

Classes arranged on request.

MEET THE CM/ECF SUPPORT TEAM

Occasionally, filers hesitate to telephone us. Or when they do, they apologize for "bothering" us. Please call! That's why we are here. We want to make sure that the system is working properly and that you are able to successfully file online. Whether you have a simple question or need help troubleshooting an odd problem, we are here to help.

Who are we?

Eileen, Kathy, Valerie, Hugh and Darlene. We are all deputy clerks, four in the Seattle clerk's office, and one in the Tacoma office. Combined, we bring over 20 years' experience with the US District Court, from a variety of areas. The CM/ECF Support Team was created one year ago when the court began mandatory electronic filing. We work closely with Shirley Lindberg, the program manager, and other teams throughout the court.

Instant Online**CM-ECF Registration
for Attorneys**To register, go to our [website](#)**What do we do?**

Our varied duties overlap. Among other things, we:

- Answer the Help Desk line to assist filers maneuver through the system and properly file documents;
- Perform quality control on recently filed documents;
- Program the ECF system to insure that everything functions smoothly and efficiently;
- Fine-tune and test new versions of the electronic filing system as they are released;
- Provide training in electronic filing for attorneys, support staff, and court staff.

CM/ECF Help Desk hours are Monday-Friday, 8:00-5:00. We suggest that you keep our number beside the computer that you use to file:

**Electronic Filing Helpdesk 1-866-323-9293**

Q & A

What do I do if the credit card on file expires?

If the card on file with the Court expires, please fill out a new authorization form and mail it to the Court.

The Credit Card Registration for District Court form can be found at the Court's website under Documents/Downloads. The mailing address is found at the bottom of the form. Please note that the financial office will not change or update your credit card information by telephone or by e-mail. All changes must be done by filling out this form.

Having a credit card on file makes it easy to pay fees when you open a new civil case. It speeds up the appeal process.

For questions specific to your credit card on file, please call (206) 370-8417.

Tips and Tricks

File your new civil cases by e-mail

Too busy for a trip to the courthouse to file a new civil case? Then let your fingers do the walking.

To file a new case via e-mail:

1. **Convert the Complaint,** Civil Cover Sheet, and all initiating documents into PDF files. Each PDF file must be less than 2 megabytes.
2. **Send the PDF files as attachments to an e-mail.** E-mail addresses to which you can send your new cases are:

newcases.seattle@wawd.uscourts.gov
newcases.tacoma@wawd.uscourts.gov
3. **Pay the filing fee.** When your e-mail is received, the clerk will call you to make arrangements for payment of the filing fee. Payment can be made at the Clerk's Office by cash or check. It can also be made by credit card by phone or if previous arrangements have been made with the Financial Office.
4. **The clerk will contact the filing party regarding the issuance and service of summonses** when the e-mail is received.

NAME THOSE ATTACHMENTS!

Make sure Chambers can easily identify your filings on the electronic docket. Name your attachments.

When naming attachments, you are given an option. You may identify it using the **Category** drop down box **OR** you may name it in the **Description** box. BUT YOU MUST NAME IT!

In addition, if your attachments are EXHIBITS, use BOTH boxes. In the "Description" box, include the name of the exhibit with corresponding page numbers. And please, avoid repeating yourself. If the "Category" box says "Exhibit" do not type "Exhibit" in the "Description" box.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

Documents and Settings\Attachment.pdf

2) At your option, select a document category, enter a description, and select a type.

Category

Exhibit

Description

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3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.